



## Memorandum

**TO:** Historic Landmarks Commission **FROM:** Courtney Damkroger

**SUBJECT:** Historic Preservation Training **DATE:** May 22, 2003  
Opportunities

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**APPROVED:**

**DATE:**

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There is a recent opportunity for Historic Landmark Commissioners to obtain preservation training before the end of June 2003. Enclosed please find information and registration for three upcoming workshops. If you are interested in attending one of the workshops, please fill out the workshop registration form and the attached travel request form and turn them into Courtney Damkroger at the June 4, 2003 meeting. We must have the forms by June 4<sup>th</sup> in order to process the registration fees prior to the end of the year. You may want to make a copy of the workshop registration for your records. The Department of Planning Building and Code Enforcement can pay for your registration costs only, but cannot pay for any travel costs. All travel costs would be the commissioner's responsibility. Thank you.

Courtney Damkroger  
Historic Preservation Officer